

## PHYSICAL SCIENCE ASSISTANT SERIES

| <u>Code No.</u> | <u>Class Title</u>                   | <u>Occ.<br/>Area</u> | <u>Work<br/>Area</u> | <u>Prob.<br/>Period</u> | <u>Effective<br/>Date</u> |
|-----------------|--------------------------------------|----------------------|----------------------|-------------------------|---------------------------|
| 0285            | Physical Science Staff Assistant     | 14                   | 503                  | 6 mo.                   | 09/30/87                  |
| 0290            | Physical Science Technical Assistant | 02                   | 503                  | 6 mo.                   | 09/30/87                  |

*Promotional Line: 178*

### Series Narrative

Employees in this series perform technical duties that support research or instructional programs in the physical sciences.

### DESCRIPTIONS OF LEVELS OF WORK

#### Level I: Physical Science Staff Assistant **0285**

Employees at this level prepare, operate, maintain, and repair equipment or materials used routinely in research or instructional projects undertaken in the physical sciences. They work under general supervision from a designated supervisor.

A Physical Science Staff Assistant typically –

1. sets up experiments, demonstrations, displays, or equipment
2. prepares materials for use in the laboratory or in classroom instruction
3. makes routine measurements of the physical characteristics of materials being studied
4. records data
5. classifies or catalogs specimens and other materials
6. plots and draws graphs from prescribed calculations and available data
7. performs specified arithmetic computations that may involve formulas, using standard conversion and reference tables
8. solves routine technical problems on the basis of previous experience
9. operates and maintains laboratory equipment, machinery, instruments, or displays
10. fabricates and repairs simple laboratory equipment, instruments, or displays
11. maintains laboratory area in a clean and orderly condition

12. maintains laboratory files, collections, or reference library as required
13. assists in the management of laboratory's stock of equipment, supplies, and other materials
14. performs other related duties as assigned

**Level II: Physical Science Technical Assistant****0290**

Employees at this level assist in the planning, design, development, and implementation of scientific procedures, equipment, or materials related to research or instructional projects undertaken in the physical sciences. They work under direction from a designated supervisor.

A Physical Science Technical Assistant typically –

1. assists in the development of new methodologies and adapts new procedures to scientific problems
2. assists in the design, development, construction, and demonstration of specialized equipment or materials
3. performs or is responsible for the performance of complex laboratory tests or experiments in the physical sciences
4. classifies or catalogs specimens and other materials
5. provides sketches or simple drawings used in the construction of new equipment
6. secures, records, and tabulates data
7. manages the laboratory's stock of equipment, supplies, and other materials, recommending the purchase of items to a superior and requisitioning approved items
8. maintains, adjusts, or repairs laboratory equipment or is responsible for the performance of these duties
9. maintains or supervises the maintenance of the laboratory's files, collections, or reference library
10. trains and supervises laboratory workers of lower rank
11. participates in staff conferences or planning sessions
12. performs other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:****Level I: Physical Science Staff Assistant****0285**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
  2. (A) one year of experience in physical science laboratory techniques and/or field work (specific physical science to be determined by the requirements of the position to be filled)
- or
- (B) two successfully completed basic university courses in the specific physical science required by the position to be filled

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mathematical ability

**Level II: Physical Science Technical Assistant**

**0290**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
  2. (A) four years of experience in physical science laboratory techniques and/or field work (specific physical science to be determined by the requirements of the position to be filled)
- or
- (B) Bachelor's degree with a major in the physical science required by the position to be filled

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mathematical ability

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| Physical Science Staff Assistant.....     | Edited |
| Physical Science Technical Assistant..... | Edited |